

"Every dollar spent on disaster preparedness saves \$7 in recovering disaster related economic losses"
Houston Area Research Center in support of the investment of time and money into creating a plan.



Productivity Solutions for Your Business & Life

Organizing Today

Tips from the Pros

Aug/Sept 2013

IN THIS ISSUE:

- [Featured Tools](#)
- [Donna's Diamonds](#)
- [Karen's Korner](#)
- [Upcoming Events](#)



September is
National Preparedness Month
ready.gov/pledge



Dear Readers,

As the saying goes, "Hindsight is 20/20." How prepared are you and/or your business for a disaster? In this issue, [Karen's Corner](#) discusses the value of a Disaster and Survival Plan for your business. [Donna's Diamonds](#) spotlights the importance of being prepared **before** an unexpected medical emergency happens.

See the Sidebar: In celebration of National Preparedness Month (NPM), we're hosting a *complimentary teleclass*. Also, during September and October, we've got offers, promotions and discounts for help with Disaster Prep. Call or email for an appointment.

Don't be caught unprepared!

Karen Simon & Donna D. McMillan

[Forward-to-a-Friend](#) to Share This!



Featured Tools

E-Tools:

[Safely Filed](#) - A secure online storage vault for ALL of your vital documents. Provide private access to the VIPs of your life. Use promo code: SP406279 for the Island Organizers' discount.

[FEMA App](#) - Smartphone app for safety tips, lists for your emergency kit, meeting locations, maps with shelters, recovery centers and more. Download via Apple store or Play store on iPhone, Android or Blackberry smartphones.

Products for your Kit:

[American Red Cross online store](#) offers products for preparedness.

[Life In Case](#) - A convenient carrier for your important documents - complete with checklists of what to include.

Upcoming Events

Complimentary NPM Teleclass!

"Your Disaster Plan is Not Just a Kit"

September 11, 2013
12p Hawaii / 6p Eastern

One-hour teleclass to help you create/review your Disaster Plan. You'll learn:

- What is my "Ready Zone"
- What goes into your "Go Bag"
- How to make a "Grab & Go List"

[Register Now!](#)

Donna's Diamonds

Be Prepared ... For a Medical Emergency



As a Girl Scout during my childhood, I learned many life lessons, such as "Be Prepared." The Scout motto means to always be in a state of readiness in mind and body. As a longtime Professional Organizer, I've witnessed how valuable being prepared is in client experiences, disaster preparedness and medical emergencies. Often, a health crisis will happen without warning, anytime and anywhere.

"That will never happen to me" many people believe -- they just don't want to think about the possibility! In reality, it's better to **be prepared** and never need it. According to AARP, a medical emergency can be a frightening, all-too-frequent experience that few people are prepared for. **Are you???**

Recently, a client was unexpectedly informed that she was having surgery in six days. She needed help to get things in order asap, so we got her ready to go by organizing ...

- **VIP (very important paperwork)** - Advance Directive, Power of Attorney, medical history, allergies, drugs, prescriptions, health insurance card, etc.
- **People** - list of personal and professional contacts' info and designate ICE (in case of emergency) contacts in cell phone.

Check our [Schedule](#) for other upcoming classes!
 Sept 17: New Skills for Your Digital Files
 Oct 1: Information Overload!

>>NPM Specials<<

Limited Time: Sept & Oct ONLY

"Vital Documents Package" - \$199 (reg. \$249)

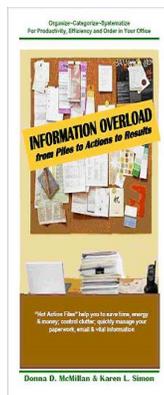
Includes:

- 30-45 minute phone consult to help identify & gather Vital Documents for your GO Bag.
- A one-year subscription to Safely Filed
- A one-hour lesson on how to set it up and identify emergency contacts to share with
- A half-hour follow up call about two weeks later.

We also have "Business Prep" Packages for solo-preneurs and small businesses. Those include helping with a Plan Outline and the Safely Filed account also. Email or call us if you've got a business and need help with your plan.

**Get OUT from under it,
 Step into action,
 Get Results from
 our handy booklet:
 "INFORMATION OVERLOAD -
 from Piles to Actions to Results"**

**Get yours or give a gift
 today!**



**Stay informed about upcoming
 Teleclasses, Webinars &
 Workshops!**

You'll hear about discounts, too!
 Click Manage Your Subscription at
 bottom of email to add your name
 to our **Seminars list** or

Join our Mailing List

Ask for help from friends/family re tasks, people, research and paperwork.

- **Tasks** – list items to take to hospital, pay bills, do deposits, get cash, do backups, update calendar, prep home & office for your absence.
- **Post-Op** - list groceries, supplies & medical equipment for home use, schedule visitors/help at hospital & home. Set-up portable file to collect EOBs, medical bills, etc.

All vital personal and legal documents should be updated frequently and stored together in a safe, convenient location. Inform loved ones, make copies for special people. Keep a log book of questions for doctors, insurance agents and other professionals.

This type of organizing project could be time-consuming, overwhelming and emotional. **Are you, your family and friends prepared for a Medical Emergency?** For experienced professional help, don't wait. Contact us now!

Happy Organizing!

Donna D. McMillan

[Ask me how to do it now.](#)

Karen's Korner

How Will You Stay In Business?

What steps will you or staff take when damage or loss occurs out of the blue? So much of what you'll do depends on a number of factors, e.g., what type of business you're in, what type of disaster, how much

you depend on the income from the business. If you're like most small businesses, it's likely that you and your staff are highly dependent upon the funds earned by the business.

As a long-time computer consultant always stressing the importance of a backup system, I always ask clients, "How much data are you willing to lose?" It's a question of risk. I learned from my 10 years working in the Risk Management Department of a large corporation that when disaster strikes, if you have a good plan in place, you minimize the amount of loss - plain and simple.

When working with clients to put together a Disaster Plan, we ask, "How much are you willing to risk?" They usually respond, "Not much." During our appointments, we provide worksheets, questionnaires and aides. Then, we coach them through five steps, asking questions to get to the most crucial information. Within a few hours, they're well on their way toward a completed plan.

"Small businesses that don't have a plan in place generally don't survive after a disaster, whether it's a flood or a tornado. We see that anywhere from 40-60 percent of those that are hit like that simply don't come back to business," said David Paulison, former executive director of the Federal Emergency Management Agency (FEMA). **What are you waiting for?** [See this month's Blog for five steps to create a Disaster Plan.](#)

Wishing you success always,

Karen L. Simon

[Ask me how to do it now.](#)



Need a speaker for your next meeting or event?

Contact Us for Details

Check out our [BLOG](#) for organizing articles & ideas for getting organized! Ask a question, leave a comment there, we'd love to hear from you!



KEEP IN TOUCH!
Island Organizers Offices
Honolulu - 808.943.2053
Los Angeles - 310.391.7392
IslandOrganizers.com

© Copyright 2011-2013. All rights reserved.

You are receiving this email because of your relationship with Island Organizers,
McMillan & Company Professional Organizing &/or PC Tech Associates.
We do not sell, rent or trade the names on our email list, ever!

Is this info helpful?
Share with your friends & Like Us on Facebook!
You could win a "Organize Your Small Business" Tips Booklet!!

Like